

User Agency AASIS Vendor Report Running Instructions

Running of Vendor Reports for House Bank Payments

Enter transaction ZFI_1099CHB

Enter Business Area(s)

Execute

Benefit Vendor Report

ZFI_BENVEN - This report is for the Benefit Vendors Only.

Enter ZFI_BENVEN in the transaction area

Choose Variant: **Benefit Vendor**

Enter your Business Area Only and Execute

Do not enter any other data

Execute

Follow the 1099 Package Instructions for Agency Benefit Vendors

All Vendors except Benefit Vendors

ZFI_1099VEN – This report when the number range is properly entered will give you the opportunity to review all vendor payments except the Benefit Vendors.

Enter ZFI_1099VEN in the transaction area

Choose the Vendor Type to be reviewed by selecting the following variants:

(Note: Do not run this report without choosing one of these variants)

1) ONETIME VENDOR

2) BOARD MEMBERS

3) AP VENDORS

Enter your Business Area Only and Execute

Follow the 1099 Package Instructions for the Vendor Type selected.

Report Headings

1. Amount is the Gross Amount of the Payment to the Vendor
2. Vendor W. Tax Code is the Payment Type normally provided by the Vendor: 01-Rent, 03-Other, 06-Medical, 07- Non Employee Compensation, 14 – Gross Attorney Fees (new). If this Tax Code is spaces or 00, no 1099 will be produced even if payments were coded as taxable.
3. W.Tax Code – This is the tax code assigned automatically or chosen by the accounts payable clerk for the payment
4. W.Tax Base – This is the taxable amount for 1099 purposes. If the vendor is taxable and there is an amount in this column, it will be included in the 1099 threshold amount determination for sending a 1099.
5. W. Tax Exempt – This amount may indicate the improper choice of P1 discussed in the items to review. Generally speaking, the taxable amount should be increased by this amount.